



JOHN L. SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: LIBRARY DIRECTOR	PAY RANGE: \$75,000 - \$95,000	CLASSIFICATION/ GRADE: A-10	EEOC Tech.
LOCATION: Lucy Robbins Welles Library	APPLY BY: September 8, 2010	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

POSITION DESCRIPTION:

Plans, organizes, and directs a comprehensive program of community library and related cultural services; oversees the care and maintenance of the library building, including adjacent grounds; administers library within policy oversight of the library board.

ESSENTIAL FUNCTIONS:

- Receives oral or written instructions from the Town Manager.
- Develops and implements procedures to determine the library activities, programs, and services according to the perceived needs of the community, current trends in library practices, and patron demand.
- Coordinates and performs near term and long range planning for development of library services.
- Presents programs, budget document, and capital improvements to Library Board for review and advice.
- Plans agenda items and coordinates records and files of Library Board.
- Administers and leads library services through professional staff and support staff in the functional areas of children services, adult services, collection management, community services, and building management.
- Acts as principal spokesperson for library in daily public activities.
- Analyzes procedures and methods of delivery of library services.
- Develops system improvements as needed.
- Oversees the automated operations of the library.
- Coordinates volunteer programs with Friends of the Library.
- Prepares operating and capital budget recommendations.
- Administers approved library budget.
- Oversees the collection and accounting of fees and charges.
- Supervises the employment and performance evaluation of staff members.
- Prepares narrative and statistical reports for the Library Board and the Town Manager upon request.

MINIMUM QUALIFICATIONS:

- A Master's Degree in Library Science (ALA-accredited); and
- Nine years of progressively responsible experience in library work, including at least five years at the supervisory level (or commensurate experience).
- Thorough knowledge of modern techniques and methods of library operation.
- Ability to work effectively with library board, subordinate staff, and patrons.
- Ability to organize and maintain an operating budget for a multi-faceted program.
- Ability to relate effectively to professional support staff and the public.
- A working knowledge of automated library operations is essential.

See attached Job Description for other duties and qualifications. Job Description subject to change.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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